



**STATE OF NORTH CAROLINA
OFFICE OF STATE PERSONNEL
1331 MAIL SERVICE CENTER
116 WEST JONES STREET
RALEIGH, NC 27699-1331**

**BEVERLY EAVES PERDUE
GOVERNOR**

**LINDA D. COLEMAN
STATE PERSONNEL DIRECTOR**

MEMORANDUM

TO: Agency Heads and Chancellors
Human Resource Directors

FROM: Linda D. Coleman

DATE: March 14, 2011

SUBJECT: **2013 Holiday Schedule**

Listed below are the holidays that will be observed by State employees during **2013**.

| | | |
|--------------------------|-----------------------------|---------------------------------|
| New Year's Day | January 1, 2013 | Tuesday |
| Martin Luther King's Day | January 21, 2013 | Monday |
| Good Friday | March 29, 2013 | Friday |
| Memorial Day | May 27 th , 2013 | Monday |
| Independence Day | July 4, 2013 | Thursday |
| Labor Day | September 2, 2013 | Monday |
| Veteran's Day | November 11, 2013 | Monday |
| Thanksgiving | November 28 & 29, 2013 | Thursday & Friday |
| Christmas | December 24, 25, & 26, 2013 | Tuesday, Wednesday, Thursday |

NOTE: The schedule shall be used by all State agencies operating under the policies, rules and regulation of the Office of State Personnel. Institutions of higher education and agencies requiring a twenty-four hour operation may adopt varying holiday schedules in keeping with operational needs, provided the employees are given the same number of holiday as approved by the State Personnel Commission. Such special holiday schedules must be filed with the Office of State Personnel.

It is recognized that some agencies may need to adopt an additional holiday schedule applicable to employees working in twenty-four hour operation; this schedule would designate as holidays the specific dates of the legal observances rather than the substitute weekdays when the observance occurs on Saturday or Sunday. This would be in keeping with the purpose of the holiday premium pay policy.

An Equal Opportunity Employer



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